

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
				1	4
2. Amendment/Modification Number Amendment No. 01	3. Effective Date 9/29/2020	4. Requisition No. N/A	5. Solicitation Caption Student Support Centers		
6. Issued by: District of Columbia Public Schools Resource Strategy Office Contracts and Acquisitions Division 1200 First Street NE, Suite 9 th Floor Washington, DC 20002		Code	7. Administered by (If other than line 6)		
8. Name and Address of Contractor (No. street, city, county, state and zip code)		Code	Facility	9A. Amendment of Solicitation No. GAGA-2020-A-0126	
				9B. Dated (See Item 11) September 29, 2020	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return one (1) copies to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
The Solicitation has been amended as follows:					
This Amendment provides response to questions received in response to the subject solicitation, continued on page 2 (Attachment A).					
ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED					
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Office		
			Candace A. Butler		
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia		16C. Date Signed	
(Signature of person authorized to sign)		(Signature of Contract Officer)		09/29/2020	

ATTACHMENT A
GAGA-2020-A-0126: STUDENT SUPPORT CENTERS

- QUESTION 01: OSSE Child Development Center (CDC) License - Are we required to have this license? We offer enrichment courses for students in grades 4 - 8. If so can you please send me the link to obtain our license?
- ANSWER 01: OSSE license is required for all programs serving students under age 13. More information about OSSE licensure is available here: <https://osse.dc.gov/service/licensing-and-compliance>
- QUESTION 02: This would be our first time applying for programming with DCPS, is there a form for us to submit the required information onto or should we submit the required information on separate documents?
- ANSWER 02: There is a form to respond to the RFA, with other supporting documents being added to provide the full response.
- QUESTION 03: The program does not allow for substitute teachers? If a teacher has an emergence or can not attend class due to COVID-19, how will the required (2) teachers for 10 students be honored?
- ANSWER 03: Each organization may determine how to address the absences of staff in order to maintain the required ratio and site leadership. The organization may hire additional individuals to work as substitutes. Substitutes typically are only paid for days they work. In that case it would not be an extra cost.
- QUESTION 04: Administration fee: Please explain the expenses that can be used: ex: teacher wages, preparation cost, purchasing of supplies or other program cost. As a for profit organization project managers salary.
- ANSWER 04: The administration fee is specifically to be used to for on-site administrative leadership support. Expenses can be used for a site leader, program manager or something similar. Due to the source of funding for this program, certain expenses are NOT allowed: entertainment and refreshments; incentives, promotional or marketing items; decorative items; purchase of facilities or vehicles; land acquisition; furniture; capital improvements or permanent renovations, and dues to organizations, federations or societies.
- QUESTION 05: If the program is extended beyond Nov 5, 2020 will the admin fee be increase and what will be the guarantee length of the program?
- ANSWER 05: If programming is extended, it will likely be guaranteed through the end of term 2. The admin fee is a flat rate fee that will be re-funded at the same rate if programming is extended to term 2.
- QUESTION 06: The \$600.00 per pupil for the first 17 days does not include teacher preparation for the classes?
- ANSWER 06: Each organization may determine how to appropriate the funds of the per pupil fee. This can include paying staff to attend training and site preparation or other activities prior to the start of the student program.
- QUESTION 07: Payment: Can vendor submit an invoice weekly, bi weekly or the conclusion of the 17 days?
- ANSWER 07: Partners should submit one invoice at the conclusion of the 17-day program.
- QUESTION 08: Will there be training provided for the vendors and staff on the internal systems ("Canvas" and "Teams")?
- ANSWER 08: Yes, DCPS will provide training on all health and safety requirements as well as technology, including Canvas and Teams.

QUESTION 09: Please provide the estimated timeframe vendor must wait after invoice to be paid?
ANSWER 09: Payments are made NET 30 after receipt of a proper invoice.

QUESTION 10: Can W-2 employees for DCPS work as a vendor for my organization as a vendor independent contractor?
ANSWER 10: No, DCPS employees are prohibited from receiving compensation for any outside activity that involves DCPS operations, and are prohibited from engaging in outside employment activity during their DCPS tours of duty.

QUESTION 11: Given the services will be in a DC public school, does that exempt the vendor from the requirement of a OSSE Child Development Center License?
ANSWER 11: Asked and answered.

QUESTION 12: The RFQ indicates Minimum Acceptance Period as 90 calendar days from the due date and time of this RFA. However, the period of performance is October 5, 2020 thru November 5, 2020, these dates precede the minimum acceptance period. Please advise, will the minimum acceptance period be before October 5, 2020?
ANSWER 12: The minimum acceptance period starts from the time the bid is turned in through 90 calendar days. Yes, it is DCPS' intention to award this prior to October 5, 2020. However, we ask for an acceptance period of 90 days in case a vendor is not awarded immediately, but is asked to come on board at a later date.

QUESTION 13: The RFQ indicates vendor must provide "highly trained and qualified instructors" to provide support in accordance with DCPS and Department of Health guidelines. Must the staff used be licensed teachers?
ANSWER 13: No. Program staff do not need to be licensed teachers. For programs serving students under age 13, staff must meet OSSE requirements:

- Shall be at least eighteen (18) years of age and shall either
- Have earned a high school diploma or its equivalent and a current Child Development Associate (CDA) credential, which specifies that the individual is qualified for the assigned age classification; provided that he or she earns an associate's degree in compliance with (a) or (b) within four (4) years of the effective date of these regulations.

QUESTION 14: The RFQ indicates Enrichment Activities that support the development of the whole child as part of the proposal. Are the Enrichment Activities one of the required five (5) classes delivered each day?
ANSWER 14: The DCPS school schedule for each grade level includes blocks of time where teachers may have specific enrichment activities for the students to do. However, this will not be the case for the entire school day or for the daily period of student support center operation which may extend beyond the school day. The provider should be prepared to facilitate structured enrichment activities appropriate to their organization's competencies during the unscheduled blocks.

QUESTION 15: The solicitation lists a vendor requirement for obtaining an OSSE Child Development Center License or have the ability to obtain the license by 10/13/2020. After reviewing the process on OSSE's site, it appears this requirement is designated more for those providing child care services in a location privately owned outside of a school building. I've put a call into OSSE to learn if there are different licensing types and left a voicemail in a general mailbox.

ANSWER 15:

Are there any further details around this requirement? Also, is the program team able to provide a specific contact at OSSE for this requirement since the OSSE website is general? Yes, the entity providing the service needs to be licensed to operate a child care program (and OSSE has classified Student Success Centers as child care) in a DCPS building. The partner receiving funds from DCPS is the operator, not DCPS, so they must be licensed according to OSSE, even if they are operating in a DCPS building.

[\(INITIAL CHILD DEVELOPMENT CENTER LICENSING REQUIREMENTS CHECKLIST\)](#)